

## Self-isolating Exams

Good luck to those completing exams at home. This is a guide in 3 easy stages. The most important stage is Stage 2 Completing Exams. Stage 1 and 3 are technical details and whilst they are important really do think through where you will complete exams and how you can create the space that you need to do justice to all the hard work you have completed.

### The 3 Stages:

- 1) Exams go live
- 2) Completing exams
- 3) Uploading exam

#### 1) Exams go Live

Exams will go live at the published time, e.g. English Literature will appear just before 9:30am on Monday morning.

Just before your exam log into Teams. Go to the Team called **STL-Year 11 Students**, on the posts a link will appear at the start of the exam. Once you have clicked on the link you will be able to see the paper. The link will be taken down at the end of the exam

HINT: Don't go to the Assignment to see the paper – that is only for hand in once completed.

#### 2) Completing Exams

Create your own space. To get the most out of the experience make sure you have no distractions and you find a quiet place where you are disciplined to complete the exam. You can see the exam on the computer but you complete on paper, labelling question numbers as you go. Make sure your writing is legible, just as you would in a normal exam. If you have access arrangements, e.g. extra time or permissible use of a word processor then please take these access arrangements.

#### 3) Submitting Exams

Ideally we would like you to scan your exams and send them back. Please use the free adode scan app, details are on the next page. Each of your teachers has set an assignment with a hand in time 15 minutes after the exam finishes. This gives you time to scan and upload. It also helps the school track the time it took to complete the exam. If you scan it is much easier for the teacher to read. If you struggle you can take a photo instead, but the scan makes it a lot easier to read.

Once scanned your file has been saved as a JPEG, and you will be able to upload your work to Teams as a photo. Open the relevant assignment and upload the JPEG file under the 'upload photo' option.

## Using the Adobe scanning app

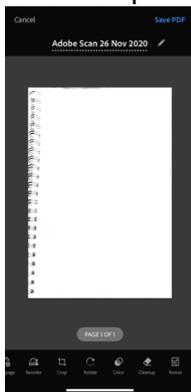
1. Download 'Adobe scan: PDF scanner' from the app store. The logo is shown below:



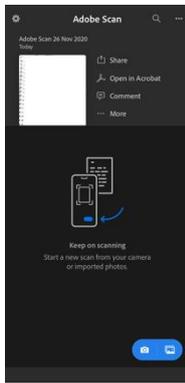
2. The app will require a sign in with an Apple ID, a Facebook profile, or a Google account – the sign in process is very quick and allows you to access the software on the app.
3. You will be prompted to 'allow access to camera and photos' – you must allow this access in order to use the app.
4. The app will open on a camera screen with a message prompting you to tap the screen when you are ready to scan. Once the app has captured your page, it will be displayed in the small window in the bottom right hand corner of the screen, as shown below:



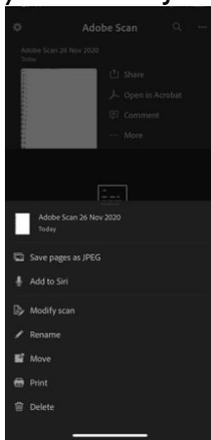
5. Repeat the scanning process for each page of your work, and each page will be saved in the bottom right hand corner as they are scanned in.
6. You should allow the app to scan all pages of the work you are submitting and ensure you have scanned them in the right order – you can check this by viewing the pages that have saved in the bottom right hand corner. Once complete, press the 'Save PDF' button (shown below):



7. Check that your PDF is correct, and then save. Your PDF will appear in at the top of the screen as shown below:



8. Select the 'More' tab and you will be able to rename your PDF (e.g. English Literature mock exam) and save your file as a JPEG, as shown below:



9. Once your file has been saved as a JPEG, you will be able to upload your work to Teams as a photo. Open the relevant assignment and upload the JPEG file under the 'upload photo' option.